

**TAA: Entering TRAB**

1. Find Client -- *Always make sure all necessary info is on the application screen*
2. Ensure waiver or training plan is entered
3. Service Screen – add new service
  - a. Begin Date: the date TRAB begins
  - b. Service/Activity Title: Basic TRA, search
    - TAA service
    - Basic TRA, search>select the request TRAB session
  - c. Funding Stream: TAA
  - d. Summary Description: TRAB
  - e. Planned End Date: date the TRAB ends
  - f. Service Note: start TRAB benefits
4. Enter or extended HCTC end date. If you are not able to do so notify the state TAA coordinator.
5. Case Notes: Starting their TRAB because....

*HINT: You can group several like transactions so you can cut and paste your service notes.*

Follow standard procedure for sending TRA information to Federal Claims.